

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-126

Date Received: September 13, 2023

Title: Procurement Templates - COR Nomination Form and COR Delegation Memo Changes

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Policy and Guidance: (Please check only one box)

- | | |
|---|--|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Procurement Tools and Resources |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples | <input type="checkbox"/> Procurement Clauses |
| <input checked="" type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses |
| <input type="checkbox"/> Procurement Forms | <input type="checkbox"/> Other Tools and Resources |
| <input type="checkbox"/> Procurement Checklists | |

Summary of Change:

There are discrete changes to two Procurement Templates:

- 1) COR Nomination Form: Change and clarify that the required nominating official is the "Program Office Manager" and not merely "Program Office." Specifically, the change adds the word "Manager" after "Nominated by Program Office" in the box at the bottom of the form (bottom of page 2 of the PDF).
- 2) COR Delegation Memo: In the enumerated COR Responsibilities, Line 31, changes FROM "Perform acceptance by 3 Way matching of goods/services" to "Perform acceptance in PRISM and Delphi eInvoicing." Additional language regarding CPARS training and CPARS reporting requirements was added to Lines 4 and 17 respectively. Some content from Line 16 was moved to Line 17.

Reason for Change:

- 1) COR Nomination Form: AAQ requested a change from "program office" to "program office manager" to ensure a higher level authority nominates COR.
- 2) COR Delegation Memo: AAQ requested the change to clarify compliance with eInvoicing procedures. See also T3.3.1.A.12(a)(5), Prompt Payment, Acceptance, and T3.3.1.A.15, Electronic Payment Requests - Invoices (eInvoicing). CPARS language was added to Lines 4

and 17 and align with updated language in T3.10.1, which is in response to OIG suggestions that will close out the OIG Audit for Report ZA2023022 Recommendation #9.

Development, Review, and Concurrence: AAP, AAQ

Target Audience: Contracting Personnel.

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: AMS Procurement Policy & Guidance-Procurement Templates

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links: FAA Procurement Templates, https://fast.faa.gov/PPG_Procurement_Templates.cfm

Attachments:

cornomination (FINAL)

cordelegationmemo(CLEAN)

cordelegationmemo (REDLINE)

Other Files: N/A.